

**Clearwater Country Free Library District
Board of Trustees Meeting
Minutes Nov 12, 2019**

Meeting called to Order 5:00 pm by Chair Jim Everett at Weippe.

Present: CCFLD Board Members: Ellen Tomlinson, Rosan Monaghan, Kim Cox

Director: Terri Summerfield

Guests: Jo Sharrai, Cleo Castellanos, Cynthia Tews, Marge Kuchynka, Michelle Berreth

Minutes: Rosan moved to accept the minutes of the October meeting. Ellen 2nd, Approved.

Treasurer's Report- Rosan reviewed the FYE financial reports. (see Attached)

Anne Lozar arrived at 5:10pm.

Bills: Kim moved to approve the bills for October in the about of \$62,457.08. Ann 2nd, Approved.

Directors Report (*Director's reports & financial reports were emailed previously to board members. (See Attached)*)

Terri reviewed her director's report.

CMPL Reports:

Cleo reviewed CMPL's reports that were emailed. No additions.

Unfinished Business:

Direct Deposit: Rosan reported that she was finally able to get all 3 staff set up for Direct Deposit. Terri was set up for the October payroll but there were problems with the other two staff. One staff member has requested not to use direct deposit as she does not even have a checking account. Kim moved that we do direct deposit for everyone that has the means, meaning a bank account/credit union account, whatever; if you have the means to have it deposited into, then you are Direct Deposit. Rosan will approve them. Terri will write the one check that is not direct deposited. Anne 2nd. Approved.

SIF/Contingency Fund: Discussion was held on the balance of the savings account and moving a large portion of that balance into the State Investment Fund in order to get more interest. It would be moved to the empty fund #3410. Suggested name was Contingency Fund. The checking/savings account need to maintain a certain balance throughout the year to pay the bills. Board will do some research to try and determine a safe amount to move. Tabled until January meeting.

Workman's Comp. Terri wanted to clarify to the board, the discussion last month concerning Workman's comp, about what account the payment should come from. WC covers not only the employees but also the trustees, in case of an accident while working in the capacity of Trustee. The expense will be paid from the payroll account.

Auditor: Rosan reported checking with two more entities to do the audit. Goffinet & Clack was not interested. Presnell Gage said they would do the audit for the same price we paid Zwygart this year, \$3200. Rosan talked with Scott Taylor. He said they would come to the library and that the files would not have to leave the building. Also they normally would be able to start as soon as the FY ended but this year it will have to be in May. They can have it completed by June. Ellen moved that CCFLD hire Presnell Gage for the FY18-19 Audit for \$3200.00. Kim 2nd, Approved. Rosan will notify Scott Taylor.

Strategic Planning Committee: Discuss on forming a Planning committee was held. Ellen thought both directors needed to be on the committee. Kim suggested Ellen be on the committee. Terri had talked with Emily Sitz at a training meeting and she agreed to assist and be part of the committee. Board discussed having someone from CMP board on the committee as well. Cleo and Jo will talk the other CMP board members. Tabled until January with agenda item: Planning Committee commitment.

Policy Review Committee: Terri recommended not forming another committee and to just review sections of the policy at each meeting. Board agreed. Will start in January.

New Business

Annual Director's Evaluation: Terri handed out the evaluation forms that were used by previous boards and the job description. Several board members felt too new to evaluate the director. Also discussion on the need to review the personnel policy before an evaluation was done was suggested. Tabled.

Year End Reports: Terri reviewed the year-end report for the district. (See Attached)

Adjourned: Kim moved to adjourn at 6:55 pm Rosan 2nd. Approved

Cleo invited everyone down to CMPL for a Christmas Potluck on Dec. 19th at 6:30.

Next Meeting January 14, 5:00, Weippe

Approved: 1-21-2020
Date



Jim Everett, Chair



Terri Summerfield, Director